

*Return to 101050*  
**OIT/TRIS**  
**LOGGED**

18 May 1987

MEMORANDUM FOR: Director of Information Technology

FROM: 

Chief, New Building Project Office, OL

SUBJECT: Occupancy Plan For The New Headquarters Building

25X1

1. The purpose of this memo is to inform you of the current occupancy plans for the New Headquarters Building (NHB), and to review my understanding of your support plans for the Information Service Centers in the NHB.

2. The first component is scheduled to move into the North Tower in January 1988. Occupancy of the South Tower is scheduled to commence in May 1988. OIT has developed with the NHB tenants several areas for support of their registry functions and is scheduled to provide adjacent remote data access centers with some. The registries are as follows:

OTS	North Tower	2nd Floor
DDI	North Tower	5th Floor
DDO	South Tower	2nd Floor
OIT	South Tower	2nd Floor
OS	South Tower	4th Floor
OL/OF	South Tower	5th Floor

3. Each of these rooms will be completed in a "bare-bones" manner; the additional provisions of furniture, equipment, wall hangings, and special construction are OIT responsibilities. Your staff should contact the Facilities Management Division, OL, for guidance in the additional design and construction of the rooms and procurement of the furnishings. It should be noted that the copy centers within the ISCs will have high speed type copiers provided and funded by Printing and Photography Division /OL. Also, the tenants being supported by these ISCs need to be contacted at this time to refine the type of ADP and personal services required for smooth operation. Many components will be bringing computers, sorting bins, and other types of special equipment that must be coordinated within the ISCs.

4. I believe that much of this interface has begun. Hopefully, this may clarify some of your plans for occupancy and support within the NHB. If you have any questions, please contact me on

25X1

25X1

cc: FMD/ILSP

**OIT/TRIS**  
**LOGGED**

OL 2062-87